



## **Vacancy Announcement**

### **Truck Driver**

**Payrate: \$15.80 per hour (increase after 6 month probationary period)**

#### **Definition:**

Under supervision of a crew leader, lead worker or Division Supervisor, operates less complex, light to medium sized equipment in the Maintenance and construction in the Public Works Departments, and performs a variety of semi-skilled maintenance work. This classification is differentiated from the Heavy Equipment Operator by the more routine and less diverse nature of assignments performed.

#### **Essential Functions:**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list if tasks are ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

#### **Tasks:**

Operates a variety of light to medium equipment, including various forms of trucks. Performs routine inspection and preventative maintenance on assigned equipment. Refers needed repairs to Supervisor. Maintains equipment in a clean and orderly manner. Performs minor maintenance and repair work on equipment as an aid to operation. Performs a variety of manual laborer duties at work site. Performs other duties as assigned.

***Duties specific to Sanitation:*** Must be able to operate packer truck and be able to begin work in early morning hours. Serves as the lead worker for the assigned route.

***Duties specific to Recycling:*** Must be able to operate recycling truck. Collects and empties recycle bins. May serve as the lead worker for the assigned route.

***Duties specific to Operations:*** May be assigned to trucks and/or light to medium equipment used in the construction and maintenance of streets, clearing snow, and hauling materials.

#### **Knowledge, Skills, and Other Characteristics:**

- Knowledge of vehicle operation.
- Skill in the operation of various vehicles such as packers, dump trucks, pick-ups, and forklifts.
- Skill in performing job efficiently and safely.
- Skill in routine maintenance of tools and equipment.
- Skill in performing heavy manual labor and working within safety guidelines.

**Materials and Equipment:**

- Assigned Equipment/Vehicles
- Hand Tools (broom, shovel, hammer, wrenches, etc.)
- Division Equipment (Chipper, Compressor, Spreader, Hand Roller, Mower, Jackhammer, Weed eater, etc.)

**Mental and Physical Abilities:** Mental work efforts involve the application of oral and written instructions requiring independent decisions and assuming responsibility for the proper operation of equipment which may impact the ability of the work unit to complete work in a timely and safe manner. Physical requirements include the ability to bend, stoop, twist, and climb while performing laborer duties, and to lift moderate (25 - 50 lbs.) materials frequently and heavy (50 - 100 lbs.) materials occasionally.

**Working Conditions:** Work involves the operation of mechanized equipment.

**FLSA Status:** Non-exempt

**Qualifications:** Five (5) years of experience operating light to medium construction and maintenance equipment. An equivalent combination of education and experience which indicates possession of the knowledge, skills and other characteristics may be substituted for the above qualifications. Must possess a valid Commercial Driver's License (CDL) or may obtain within 6 months of employment in certain departments where an immediate need is not required.

**\*Civil Service Examination Notice:**

The written test is to be given on **Wednesday, Sept 8, 2021 @ 9:00am, 1:00pm, and 5:00pm.** at WesBanco Arena 14th Street Wheeling, WV 26003. **Call Human Resources to register your time once you have completed your application.**

Last date to file applications is **Sept 6, 2021.**

**Applications must be submitted through the City of Wheeling's applicant portal. You may view detailed job descriptions and complete an application by visiting the City's website at <https://www.wheelingwv.gov/departments/HumanResources> and selecting the "Apply here" link.**

*The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.*